



## INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

### Chair's Corner



I am honored to be elected the Chair of the Federal Executive Board of Oklahoma.

The Federal Executive Board (FEB) in Oklahoma is a valuable resource for our federal agencies, coordinating resources to meet the needs we have in common, providing a forum for building relationships and serving as a great source of information!

Leadership FEB Class II just completed their program on October 12, 2005 and we've already had several inquiries about the next Leadership FEB program. If you have employees you would like to nominate for the next class, look for the information to be distributed in January, as well as posted to our web site.

January will be a month in which you will receive a lot of information on upcoming programs, projects, and initiatives of the FEB. Just a few of the initiatives include:

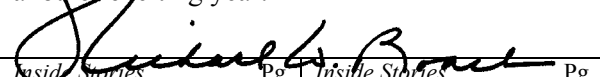
- ✓ The FEB Awards Nomination package. While nominations are time consuming, this is an opportunity to publicly recognize your employees who perform in an exemplary manner with no cost (other than their lunch the day of the awards program). I encourage you to take advantage of this opportunity to celebrate the success of employees who make your agency successful.
- ✓ You will receive information on the upcoming Leadership Series (training seminars) scheduled for next calendar year; and
- ✓ Information on standalone training events

which will be scheduled, such as our 'survival skills for supervisors' scheduled in late February.

These interagency efforts provide a unique opportunity for you to participate or send employees to training/events and meetings in the local area at great cost avoidance. The FEB Staff is currently gathering information to measure the cost avoidance for FY 05 to include in our annual activity report. Watch the FEB web site and this newsletter for the report outlining cumulative efforts and resulting cost avoidance for our federal community for the past fiscal year.

I look forward to another exciting year for our Federal Executive Board. There are many things currently underway for this fiscal year and our FEB's Executive Policy Council will soon have a Strategic Planning session in which they will identify new priorities for this year and validate the need to continue some of our past year's priorities. If you have suggestions on initiatives to be considered for this fiscal year, please contact me or any one of the Executive Policy Council members (listed on page 6 of this newsletter).

I'm looking forward to my role as Chair of the Federal Executive Board of Oklahoma and another exciting year.



<i>Inside Stories</i>	Pg	<i>Inside Stories</i>	Pg
Civil Service Reform	2	12 Competencies	7
Best Places to Work	3	Cameron Job Fair	8
Veterans Day	4	Supv Survival Skills	9
Probation Period	5	SWOSU Job Fair	10
Upcoming Events	6	FEB Luncheon	11

## Civil Service Reform: A “New Deal” for Supervisors

*With the changes taking place under civil service reform, supervisors will need to be ready for their new roles.*

Much has been written about how civil service reforms have changed the “employment deal” for line employees: new rules, increased performance expectations, and fewer guarantees. Yet reforms will change the work lives of Federal managers much sooner and to a much greater extent. Supervisory management has always been a difficult juggling act, but it will soon become a high-wire act. As we discuss below, reform makes many managerial tasks even more consequential for both supervisors and employees.

**Selecting Employees.** Over the years, MSPB has reiterated that hiring is a high-stakes decision that directly affects morale and organizational performance. The move toward “managing for results” and pay for performance raises the stakes for Federal managers. When managers’ pay is based on organizational results, poor hiring decisions that hurt the organizational “bottom line” could reduce their take-home pay.

**Communicating.** Agencies that seek to use pay for performance to align employee efforts with organizational goals must ensure that employees understand those goals, understand how their work contributes to the agency’s mission, and understand why certain actions, efforts, and accomplishments are rewarded (and why others are not). However, employees should not be expected to intuit the desired actions and accomplishments from mission statements, employee handbooks, or award checks. Managers must communicate with their employees, and they must do so clearly, consistently, and frequently.

**Evaluating Performance.** One theme of civil service reform is increasing the importance of performance. Performance measures will play a greater role in pay and retention decisions. In a merit-based system, those measures cannot be cursory or without relevance. Instead, they must be fair, credible, and transparent. Achieving this high standard will require:

- ✓ Establishing performance standards and measures that are relevant, realistic, and reflective of organizational goals and values;
- ✓ Conscientious collection of performance data so that ratings are based on actual events and accomplishments, rather than mere impressions;

- ✓ Deliberation and documentation to ensure that performance standards are applied rigorously and consistently.

Although technology can do much to collect and disseminate performance information, much of this work will fall to managers.

**Managing Time.** Human Resources (HR) reforms are often touted as making HR less paper-intensive and time-consuming. However, the reforms in the Department of Defense (DoD) and the Department of Homeland Security (DHS) have greater ambitions: they aim to improve how people are managed. It is unlikely that the time saved by simplifying HR transactions will equal the time needed to develop sound performance measures, coach and counsel employees, evaluate performance rigorously and fairly, and allocate training and salary dollars wisely.

In short, we believe that “strategic management of human capital” will require managers to spend more, rather than less, time on HR matters. If so, then managers will need to find or make that time, and agencies will need to ensure that managers’ days are not so filled with meetings, task forces, reports, and technical work that they have no time left to talk with employees.

Unfortunately, data from OPM’s 2004 Federal Human Capital survey suggest that many Federal managers are not ready for their high-wire acts. Approximately one third of the respondents rated their supervisor’s performance as fair, poor or very poor. While this result is not disastrous, it still warrants concern and review.

Accordingly, we urge Federal agencies to carefully examine how they develop, select, and manage supervisors. And if that examination reveals practices that hurt supervisory performance—such as selecting supervisors for technical expertise rather than supervisory capability, inadequate training, or overburdening supervisors with technical work—then change is in order. Strategic management of human capital—and simple fairness to employees and to supervisors—demands no less.

Written by Steve Nelson, Director, Policy & Evaluation, MSPB for the *“Issues of Merit”*, September 2005 edition.

## Spotlighting Information in Public Service

### Did You Know...



### **The Best Places to Work in the Federal Government 2005 The Big Picture**

Creating a high performing organization requires a relentless focus on ensuring a great work environment. When employees are enthusiastic about where they work and engaged in what they do, obstacles seem smaller, difficult problems give way to innovative solutions and exceeding expectations happens with exceptional regularity.

In the private sector, the result is a better bottom line. In the federal government, a great work environment can have a significant impact on a range of critical public challenges from protecting the homeland to improving healthcare to ensuring continued competitiveness in the global economy.

#### **Making Progress**

The release of the first Best Places rankings in 2003 helped create much-needed institutional incentives for agencies to focus on workforce issues and provided government managers and leaders with a roadmap for boosting employee engagement. The 2005 rankings serve as an important benchmark of the progress made.

Since 2003 three out of every four federal organizations experienced an increase in employee engagement. On average, scores are up nine percent at the 30 largest federal agencies and five percent at smaller agencies and subcomponents.

Although the overall federal government score still falls below the average for the private sector, in the 2005 rankings one out of every three federal organizations received higher scores than the private sector average, up from just one in eight two years ago. Similarly, while just three percent of agencies beat the benchmark score for top performing private sector companies in 2003, by 2005 that number had climbed to 20 percent.

Compared to workers in the private sector, federal employees are more likely to say their work relates to the organization's mission, their supervisors are supportive in balancing work and life issues, and

the people they work with cooperate to get things done.

#### **A Closer Look**

While many agencies' scores have changed, the key drivers behind workplace satisfaction and engagement remain the same: effective leadership and a good match between employee skills and the mission of the organization. Statistical analysis of the Best Places to Work results show that – as was the case in 2003 – these two workplace dimensions are the most significantly connected with overall employee satisfaction and engagement across the 250 agencies and subcomponents measured.

Given the importance of leadership in driving employee engagement, it is notable that of the 10 “Best in Class” workplace dimensions measured, the Effective Leadership category had the second highest rate of increase (4.3 percent) since 2003, just behind Teamwork (4.6 percent).

In terms of demographics, the biggest news is the remarkable parity of employee satisfaction and engagement across gender, age, and racial and ethnic lines. The average score for men and women, as well as workers over and under 40 years old, is the same: 61

#### **The Road Ahead**

Top-rated federal agencies such as the Office of Management and Budget, the National Science Foundation, the Nuclear Regulatory Commission and the Government Accountability Office vary significantly in terms of size, mission, location and demographics. Yet, each in its own way represents the future of the federal civil service: highly-engaged and highly-skilled workers performing critical tasks with a professionalism and efficiency that rivals their private sector counterparts.

Taken from [www.ourpublicservice.org](http://www.ourpublicservice.org)

September 14, 2005



## *In Honor of Veterans' Day*



### WHAT IS A VET?

by - Father Denis Edward O'Brien, USMC

Some veterans bear visible signs of their service: a missing limb, a jagged scar, a certain look in the eye.

Others may carry the evidence inside them: a pin holding a bone together, a piece of shrapnel in the leg - or perhaps another sort of inner steel: the soul's ally forged in the refinery of adversity.

Except in parades, however, the men and women who have kept America safe wear no badge or emblem. You can't tell a vet just by looking.

What is a vet?

He is the cop on the beat who spent six months in Saudi Arabia sweating two gallons a day making sure the armored personnel carriers didn't run out of fuel.

He is the barroom loudmouth, dumber than five wooden planks, whose overgrown frat-boy behavior is outweighed a hundred times in the cosmic scales by four hours of exquisite bravery near the 38th parallel.

She - or he - is the nurse who fought against futility and went to sleep sobbing every night for two solid years in Da Nang.

He is the POW who went away one person and came back another - or didn't come back AT ALL.

He is the Quantico drill instructor who has never seen combat - but has saved countless lives by turning slouchy, no-account rednecks and gang members into Marines, and teaching them to watch each other's backs.

He is the parade - riding Legionnaire who pins on his ribbons and medals with a prosthetic hand.

He is the career quartermaster who watches the ribbons and medals pass him by.

He is the three anonymous heroes in The Tomb Of

The Unknowns, whose presence at the Arlington National Cemetery must forever preserve the memory of all the anonymous heroes whose valor dies unrecognized with them on the battlefield or in the ocean's sunless deep.

He is the old guy bagging groceries at the supermarket - palsied now and aggravatingly slow - who helped liberate a Nazi death camp and who wishes all day long that his wife were still alive to hold him when the nightmares come.

He is an ordinary and yet an extraordinary human being - a person who offered some of his life's most vital years in the service of his country, and who sacrificed his ambitions so others would not have to sacrifice theirs.

He is a soldier and a savior and a sword against the darkness, and he is nothing more than the finest, greatest testimony on behalf of the finest, greatest nation ever known.

So remember, each time you see someone who has served our country, just lean over and say Thank You. That's all most people need, and in most cases it will mean more than any medals they could have been awarded or were awarded.

Two little words that mean a lot, "THANK YOU".

Remember November 11th is Veterans Day "It is the soldier, not the reporter, Who has given us freedom of the press.

It is the soldier, not the poet, Who has given us freedom of speech.

It is the soldier, not the campus organizer, Who has given us the freedom to demonstrate. It is the soldier, Who salutes the flag, Who serves beneath the flag, And whose coffin is draped by the flag, Who allows the protestor to burn the flag."

## FEDERAL EMPLOYEE PROBATIONARY PERIOD MISUSED

Most federal agencies' employee probationary periods are not used as intended, according to a Merit Systems Protection Board report released earlier this week.

"The probationary period can be a highly effective tool to evaluate a candidate's potential to be an asset to the government before an appointment becomes final. However, the probationary period is only effective if agencies use it to assess their candidates and act upon those assessments," wrote Neil McPhie, MSPB chairman, in a letter to President George W. Bush, Vice President Dick Cheney and Speaker of the House Dennis Hastert, R-Ill., that accompanied the report.

The probationary period for the federal government's new hires was created in the Pendleton Act of 1883, which established the civil service.

The 54-page report summarizes data gleaned from a survey of approximately 1,000 new-hire probationers and their supervisors to obtain their viewpoints on the probationary period and how it is being used. More than 60 percent of the 1,000 responded to the 2004 survey.

According to the report:

- \* Supervisors want to take responsibility for their probationers receiving finalized appointments as federal employees.

- \* The probationary period is not being used as a tool to assess probationers to determine if an appointment is in the federal government's best interest.

- \* If agencies do not address problems during the probationary period, the individual is unlikely to depart afterwards.

- \* Probationers are not treated much differently from non-probationers who have received a finalized appointment.

- \* Performance and conduct problems can be expected, but agencies do not provide sufficient support to supervisors for them to address problem probationers.

- \* Supervisors want their agencies to be more flexible in determining the probationary period's length.

- \* Agencies often fail to communicate that the probationary period is important and will be used.

Making the probationary period more effective would require altering the federal workforce culture.

"Agencies -- leadership, managers, first-line supervisors, human resources staff, team leaders, co-workers, and the probationers themselves -- must come to see the probationary period as an extension of the application process. Rather than thinking of the probationer as an employee similar to those with finalized appointments, all involved should consider the probationer as an applicant who has successfully completed several phases of the assessment process and is currently engaged in the most important assessment of all -- the extended work sample test/job interview that comprises the probationary period," the report stated. The complete report is at [http://www.mspb.gov/studies/rpt\\_sept05\\_probationary/index.htm](http://www.mspb.gov/studies/rpt_sept05_probationary/index.htm)  
Resource: <http://www.fednews-nline.com> Sept. 28, 2005



## UPCOMING EVENTS November 2005

<b>Nov 1, 2005</b>	<b>All Saints Day</b>
<b>Nov 2, 2005</b> 9:00-5:00	<b>SW Oklahoma State University</b> <i>FEB-American Indian Council hosts workshop on how to complete a Federal Application</i> Weatherford POC: FEB Office, 405-231-4167
<b>Nov 2, 2005</b> 9:30-11:30	<b>Insurance Health Fair</b> 301 N.W. 6 <sup>th</sup> St., OKC
<b>Nov 2, 2005</b> 1:00-3:00	<b>Insurance Health Fair</b> 215 Dean A. McGee, OKC
<b>Nov 3, 2005</b> All Day	<b>SWOSU JOB FAIR</b> Weatherford POC: FEB Office, 405-231-4167
<b>Nov 9, 2005</b> All Day	<b>Cameron University Job Fair</b>
<b>Nov 9, 2005</b> 2:00 p.m.	<b>Emergency Preparedness Council</b> 5020 S. Meridian POC: FEB Office, 405-231-4167
<b>Nov 10, 2005</b> 11:00 a.m.	<b>Society of Government Meeting Professionals – Southern Hills-Tulsa</b> POC: FEB Office, 405-231-4167
<b>Nov 11, 2005</b>	<b>Veterans Day</b>
<b>Nov 14, 2005</b> 11:30 a.m.	<b>FEB Luncheon—Special Speaker</b> Biltmore Hotel, OKC POC: FEB Office, 405-231-4167
<b>Nov 15, 2005</b> 2:30 p.m.	<b>Federal Employees Care Council</b> Location TBD POC: Tom Burton, 405-954-0625
<b>Nov 16, 2005</b> 10:00 a.m.	<b>Interagency Training Council Meeting</b> Location TBD POC: Sherri Beasley, 405-231-5854
<b>Nov 16, 2005</b> 3:30 p.m.	<b>Black Program Council Meeting</b> Location TBD POC: Rick Romain, 405-553-8873
<b>Nov 17, 2005</b> 9:00 a.m.	<b>Faith Based &amp; Community Outreach</b> 301 NW 6 <sup>th</sup> St., US Dept. of HUD POC: FEB Office, 405-231-4167
<b>Nov 24, 2005</b>	<b>Thanksgiving</b>

*To achieve great things we must live as though we were never going to die.* —Marquis de Vauvenargues

## Your Federal Executive Board

*“Federal Executive Boards (FEBs) are generally responsible for improving coordination among federal activities and programs in...areas outside of Washington, D.C...FEBs support and promote national initiatives of the President and the administration and respond to the local needs of the federal agencies and the community.” (GAO-04-384)*

*We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:*

- Jim Akagi, US Drug Enforcement Administration
- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Diehl, Administrator, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507<sup>th</sup> Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Larry Flener, Representative for the District Director, US Postal Service
- Dottie Overal, Director, Small Business Administration
- Patti Ford, Director of Staff, Tinker AFB
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to [LeAnnJenkins@juno.com](mailto:LeAnnJenkins@juno.com) no later than the 15<sup>th</sup> of each month.

### **Elected Officers:**

**Chair:** **Mike Roach**, U.S. Marshal  
US Marshals Service  
Western District of Oklahoma

**Vice-Chair:** **Kevin McNeely**  
Senior Community Builder  
US Department of Housing and  
Urban Development

### **Staff:**

**Director:** LeAnn Jenkins  
**Assistant:** Trish Plowman  
**Program Support:** Constance Ward

*Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.*

## Leading in Times of Transition

### 12 Leader Competencies: What It Takes In Times of Transition

For many leaders, managing the business and addressing the needs of workers are at odds. They ask, "How can I make the tough decisions if I have to focus on the emotions and concerns of my employees?" The answer isn't about choosing either the people or the business, according to Center for Creative Leadership's Kerry Bunker. Instead, the answer lies in being authentic and building trust.

In the face of transition and turmoil, people look for leadership that is simultaneously strong and vulnerable, heroic and open, demanding and compassionate. "The bar has been raised for leaders since 9/11 and the corporate scandals like Enron," Bunker says. "People want the strength and courage that characterized the stereotypical leader of the past, but they also hold leaders to a high standard of character, humanness and ability to empathize and care about others."

"When leaders focus on establishing trust, instead of taking a one-sided approach, they find they can be both tough *and* empathetic, committed to change and understanding of transition," continues Bunker. "They become agile and resilient and able to do what it takes to run both the structural and the people aspects of the organization."

Imagine a wheel that has trust as its hub, suggests Bunker. Radiating out from that hub are the spokes, which represent twelve leader competencies for dealing with change and transition. Six spokes represent structural competencies; the other six represent people-related competencies.

"Any of the twelve competencies can be overdone, underdone, or held in a positive, dynamic balance," continues Bunker. "If a leader neglects or overplays any one element, he strains the trust that is needed to lead effectively during times of transition."

To create and sustain an environment of trust leaders must become adept at balancing all twelve competencies:

**Catalyzing change** is championing an initiative or significant change, consistently promoting the cause and encouraging others to get on board.

**Coping with transition** is about recognizing and addressing the personal and emotional elements of change. It includes being in touch with your own emotions and reactions.

**Sense of urgency** involves taking action when necessary to keep things rolling. A leader who has a strong sense of urgency moves fast on issues and accelerates the pace of change for everyone.

**Realistic patience** requires knowing when and how to slow the pace down to allow time and space for people to cope and adapt.

**Being tough** denotes the ability to make the difficult decisions about issues and people with little hesitation or second-guessing.

**Being empathetic** involves taking others' perspective into account when making decisions and taking action.

**Optimism** is the ability to see the positive potential of any challenge and to convey that optimism to others.

**Realism and openness** involves a willingness to be candid and clear about a situation and prospects for the future. It includes speaking the truth and admitting personal mistakes and foibles.

**Self-reliance** involves a willingness to take a lead role or even to do something yourself when necessary. A leader who is self-reliant has a great deal of confidence and is willing to step up and tackle most new challenges.

**Trusting others** means being comfortable with allowing others to do their part of a task or project. It includes being open to others for input and support.

**Capitalizing on strengths** entails knowing your strengths and attributes and confidently applying them to tackle new situations and circumstances.

**Going against the grain** involves a willingness to learn and try new things - to get out of your comfort zone - even when the process is difficult or painful.

"Finding the right behaviors, tone and style can feel like an impossible balancing act at times," says Bunker. "But, because trust is so crucial to a leader's effectiveness, it is a challenge that cannot be ignored." Organizations do better if leaders can move among a variety of approaches.

Taken from Leading Effectively e-Newsletter - October 2005 Issue. This article was adapted from the CCL publication *Leading With Authenticity in Times of Transition*.



The Oklahoma Federal Executive Board  
And  
**Cameron University**



Welcome you to Participate in

# Government Career Fair Day

*November 9, 2005*  
**Cameron University**  
**(Lawton)**

If your agency is interested in participating in this great opportunity, please contact:

**Tara Lennox**  
**Student Development Specialist**  
**(580) 581-2209**  
[student\\_development@cameron.edu](mailto:student_development@cameron.edu)

NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ELECTRICITY NEEDED:**      ☐ Yes      ☐ No

Please send registration form to:      Cameron University  
Fax: (580) 581-2564

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through November 1, 2005. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!





## Survival Skills for Federal Supervisors and Managers "Supervise/Manage for Success"

February 22-23, 2006  
Holiday Inn-Norman

**Instructor:** William B. Wiley is a federal employment law attorney in private practice with nearly 30 years of experience in the field. He is the author of several books in the field, including *The Federal Manager's Guide to Improving Employee Performance*, *The Federal Employment Law Practitioner's Handbook*, and the *Advanced MSPB Practitioner's Handbook*. In addition, he has developed several e-training modules for computer-based instruction including *How to Fire a Federal Employee*, *How to Defend a Federal Employee*, and *Witness Preparation* (with Peter Broida). He is a frequent lecturer throughout government on the subject of federal employment law and is an adjunct faculty member at the Office of Personnel Management's *Management Development Center*.

### Training Agenda: Day One

#### HOLDING EMPLOYEES ACCOUNTABLE

Topics include:

- ✓ the five elements that the supervisor must include in every case of discipline,
- ✓ the importance of progressive discipline,
- ✓ how to document employee misconduct,
- ✓ how to select a defensible penalty,
- ✓ why you must discriminate against some employees,
- ✓ recognizing the types of charges brought against federal employees,
- ✓ how to draft an official reprimand and a proposal for a suspension or termination for misconduct,
- ✓ how to establish valid performance standards,
- ✓ when and how to initiate a Performance Improvement Plan (PIP),
- ✓ how to streamline the unacceptable performance procedures, and
- how to terminate an employee in eight days.

### Training Agenda: Day Two

#### RECOGNIZING EMPLOYEE RIGHTS

Topics include:

- ✓ how to defend yourself against a claim of illegal discrimination or disparate treatment,
- ✓ how to respect the rights of whistleblowers while maintaining workplace discipline,
- ✓ applying the NO FEAR Act in the federal workplace,
- ✓ recognizing the rights of union officials in misconduct situations,
- ✓ understanding the various appeal procedures available to both the supervisor and the employee,
- ✓ counseling techniques that work and that satisfy legal requirements,
- ✓ the federal manager's personal liability when sued or charged with criminal misconduct relative to workplace conduct,
- ✓ when to hire a lawyer, and
- ✓ where else to get help when you need it.

## REGISTRATION FORM

Name:	Phone:
Agency:	Fax:
Address:	Email:

**Cost: \$225.00 per person**

*Cost includes interactive CD Rom for each participant, "When All Else Fails How to Fire a Federal Employee"*

Agency/Registrant may pay by: ☐ cash ☐ check ☐ credit card ☐ government voucher

Please mail this registration to: Oklahoma Federal Executive Board  
215 Dean A. McGee, Ste 320  
Oklahoma City, OK 73102

Or fax to: (405) 231-4165

*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through February 15, 2006. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!*



**The Oklahoma Federal Executive Board**  
**And**  
**Southwestern Oklahoma**  
**State University**



Welcome you to Participate in

# Government Career Fair Day

Located in the Wellness Center

***November 3, 2005***  
10:00 a.m.—2:00 p.m.

If your agency is interested in participating in this great opportunity, please contact:

**Tiffany Hawkins**  
**Asst. Director, Career Services**  
**(580) 774-3233**  
**(580) 774-7102 (Fax)**  
[Tiffany.Hawkins@swosu.edu](mailto:Tiffany.Hawkins@swosu.edu)

NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ELECTRICITY NEEDED:**      ☐ Yes      ☐ No

We will need \_\_\_\_ lunches for representatives

Please send registration form to:      SWOSU Career Services  
Fax: 580-774-7102

**Cancellation Policy:** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through October 27, 2005. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



# November FEB Luncheon

## Monday, November 14, 2005



Topic:	<b><i>Are you ready to go beyond your limit?</i></b>
Date:	Monday, November 14, 2005
Time:	11:00am-11:30am Registration & Networking 11:30am-1:00pm Luncheon
Location:	Biltmore Hotel, 401 South Meridian, OKC
Speaker:	Gary Guller
Cost:	Receive a mini-seminar for the cost of a \$12.00 lunch!

Gary Guller and his successful Team Everest '03 expedition were featured in over 250 newspaper and magazine articles, numerous TV reports with national and international coverage. Gary led the largest cross-disability group to reach Mt. Everest Base Camp at 17,500 feet, before setting another record, becoming the first person with one arm to summit the highest point in the world!

Gary's images, video and multimedia slides, his stories and affable nature inspire others to look deep within to accomplish more in all areas of life. He speaks from his heart about what he has learned over the past 20 years of adventures. He has certainly earned the right. From an early age, Gary has inspired countless people to achieve their maximum potential and to pursue their dreams and goals. He has challenged both children and adults to reach beyond what they perceive as their limitations to succeed. He is described as amazing, thought-provoking and highly inspirational.

***Success is within us all.***

***This luncheon is open attendance and would be useful to everyone.***

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

---

Menu: Salad, Lasagna, vegetable medley, served with water, iced tea and coffee.

Payment:

☐ Cash      ☐ Check      ☐ Credit Card      ☐ Voucher

☐ Enclosed      ☐ Pay at the Door

---

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

***Remember to drop in your business card for our drawing. Door prizes provided by Allegiance Credit Union.***

***Cancellation Policy:*** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through November 7, 2005. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
		<i>1</i> All Saints Day	<i>2</i> AIC hosts application workshop @SWOSU	<i>3</i> SWOSU Job Fair	<i>4</i>	<i>5</i>
<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i> Cameron Job Fair 2:00 Emergency Preparedness Council	<i>10</i> 11:30 SGMP	<i>11</i> Veterans Day	<i>12</i>
<i>13</i>	<i>14</i> 11:30 FEB Lunch	<i>15</i> 2:30 FECC	<i>16</i> 10:00 ITC 11:00 Shared Neutrals 3:30 BPC	<i>17</i> 9:00 Faith Based & Community Outreach	<i>18</i>	<i>19</i>
<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i> Thanksgiving	<i>25</i>	<i>26</i>
<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>	November 2005		

OKLAHOMA FEDERAL EXECUTIVE BOARD  
 215 DEAN A MCGEE STE 320  
 OKLAHOMA CITY OK 73102-3422  
 OFFICIAL BUSINESS USE ONLY

We wish to thank the FAA Franchise for their assistance in the duplication and distribution of this newsletter.